



Senior Admin Officer

Salary Range Scale 6/18 (FTE £38,748)

Pro-rata salary £18,598.64 per annum

Hours: 20 hours per week, Term Time Only (including Inset Days)

Working pattern: to be agreed, daily attendance required

Accountable to: Headteacher

Contract Type: Permanent

The Governors of St Stephen's CE Primary School are looking to appoint a Senior Admin Officer.

We are seeking an experienced, organised and proactive Senior Admin Officer to join our friendly and committed team. The successful candidate will play a key role in supporting the day-to-day operation of the school, leading on admissions, HR administration, safer recruitment, data protection and school administration systems.

We are looking for someone who:

- Has experience of working within a school or educational setting.
- Has excellent organisational and communication skills.
- Can work independently while building positive relationships with pupils, families and colleagues.
- Has experience of HR administration and safer recruitment processes.
- Demonstrates professionalism, discretion and attention to detail.

We are a two-form entry Primary School in Shepherds Bush, London, with 448 children on roll, who are welcoming, diverse and eager to learn. We aim to help all our children to be the best that they can be and we are looking for a Senior Admin Officer who will support our ethos.

What We Offer:

- A welcoming, supportive and ambitious school community
- A strong and collaborative leadership team
- The chance to make a real difference to the effectiveness and development of the school's operational systems

Please visit our website www.ststephesce.lbhf.sch.uk in order to find out more about our school. We encourage and warmly welcome visits. If you wish to visit, please e-mail the School Business Manager, Natasha Joahill on sbm@ststephesce.lbhf.sch.uk to make an appointment.

Safeguarding and Safer Recruitment

St Stephen's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must disclose any cautions or convictions that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

The successful candidate will be subject to an Enhanced DBS check with Children's Barred List check, satisfactory references, online searches and all other pre-employment checks in accordance with Keeping Children Safe in Education.

Equality, Diversity and Inclusion

We are committed to creating a diverse workforce and welcome applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Notes to Applicants Applications will only be accepted from applicants completing the application form in full. We do not accept CV's in support of an application.

Interviews will be offered to those applicants who best demonstrate, how skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date: Friday 9th October 2026 noon

Interview date: Interviews W/B 12th October 2026

Start Date: as soon as possible